2024-2025 Central Office Administrator/Director Assignments

	Daniel P. Sullivan, III Superintendent	**Jessica L. Kuckel** Assistant Superintendent	**Pauline Goetz** Human Resources Coordinator	**Rachel Linkkila** Director of Finance and Operations
Direct Reports	• Assistant Superintendent • Executive Assistant to the Superintendent • Director of Educational Operations (Facilities) • Director of Pupil Services and Special Education • School Principals • Business Director	• Director of Pupil Services and Special Education (w/Superintendent) • School Principals (w/Superintendent) • Instructional Technology Coordinator • District Multilingual Learner Coordinator • Executive Assistant to the Assistant Superintendent	• Human Resources Assistant	• Assistant Director of Finance and Operations • Finance Associates (2) • Human Resources Coordinator
Assignments	• CEO of District • Evaluation of Assistant Superintendent • Evaluation of Executive Assistant to the Superintendent • Evaluation of administrators in concert with Assistant Superintendent • Evaluation of Directors • School Safety • District Budget • Interview, hiring of new staff	• Educational programs and services for the district • Curriculum development, budgeting, and implementation • Professional development and training for all staff • Grant funding for Title I, II, III, IV and Esser II, ARPA and Perkins • Scientific Research-based Interventions • Interviewing and hiring of instructional staff • TEAM • Systems of evaluation for all staff • Evaluations of Principals and Executive Assistant • Negotiations	• Benefits administration • FMLA • Staff Leave Administration System • Workers Comp • Unemployment claims • Negotiations • Non-union contracts • Recruiting and onboarding • Employee records • Job descriptions • Employee changes • Quarterly Personnel Report for BOE	• Teachers Retirement Board • BOE Budget • Review all purchase orders and invoices • Enter employee payroll • Quarterly taxes • Review 1099s • Produce W2s and file to the appropriate tax units • Self-billing for life insurance • Budget transfers • Bargain insurance / RFPs • Evals of finance associates and accountant • W-2 • 1095 • Employee Set Up
State / Federal Reporting	• Approvals of all	• Profile and Performance Report (PPR) narratives • Educator Evaluation Data Collection (EEDC) • ED 205	• Non-certified staff collection • Occupational Injury and Illness Report • EEO-5 • EDS • ED 165	• Healthy food certification • CSDE ED012

2024-2025 Central Office Administrator/Director Assignments

	Alyssa Fratoni Executive Assistant to the Superintendent	**Michelle Flynn** Executive Assistant to the Assistant Superintendent	**Dawn LePage** Human Resources Assistant	**Alexis Cook** Assistant Director of Finance and Operations	**Suzie Clark & Lauryn Smith** Finance Associates
Assignments	• Office Manager • Anticipate needs of Superintendent/CO • Schedule meetings, calendar • Develop School Year calendars / Calendar Committee • Communication/News Announcements (Press Releases, BOE, Memoranda, Press Calls, Superintendent, et al.) • Liaison between Central Office, BOE, families, students, Town departments, CPS Staff and public • FOI Requests • Prepare and post all documents, agendas and minutes associated with the BOE Meetings and BOE Committee Meetings • Parent Square • Smores Newsletter • Adverse weather communication (District, families and TV stations) • Convocation and District events • Non-resident tuition	• Central registration including Preschool & Magnet/ Vocational students • Send Residency Affidavit update to families • Secondary PSIS Coordinator • Volunteer applications • Maintain & update Curriculum documents • Manage staff professional development • Manage and maintain Student Data Privacy Contracts with vendors • District ParentSquare • Track and coordinate curriculum work • Assist with teacher evaluation/Maintain District evaluation cycles • Management within EGMS and reconciliation of grants • Processing and tracking purchasing for curriculum • Processing and tracking purchasing for IT • Recordkeeping for Student Teachers • Posting Teaching and	• Vacancies • New hire set up (Red Rover, Munis initial entry) • New employee and volunteer background checks and employer verifications • Red Rover accrual updates, reconcile timesheet inaccuracies • Employee files (new employee set up, close of files) • Address changes	• BOE Budget • Salary analysis • FTEs • Review all stipend transmittals • Grant drawdowns in EGMS book journal entries • Grant budget and accounts in Munis • SPED/Tuition billing accounts receivable and journal entries • Student Activity account reconciliation in Munis • Cafeteria financials and journal entries in Munis • Cash postings from schools and MPP journal entries • Monthly Financials for BOE meeting • Reconcile Insurance Reserve and journal entries • Monthly Insurance Report for BOE Mtg. • MOE for IDEA Grant • Excess Cost for IDEA Grant • Medicaid Cost Report • Quarterly Salary reports for claiming services	• Accounts payable • Payroll • Maintain and update deduction and employer contribution records for all union and non-union employees • 1099 • Convert Purchase Orders; including placing orders

2024-2025 Central Office Staff Assignments

	agreements • Prepare, update and maintain District contact lists • Supply ordering for BOE • Maintain records for District Leadership Council • Badges • Residency Issues • Social Media • LexisNexis	Learning info on district website • Assist the Assistant Superintendent with personnel matters • Assist accountant with Out Of District/ Magnet School/ Tuition billing • Residency Verification • Homeschool • Supply ordering for Central Office • Social Media		• Close out funds and journal entries for auditors. Cafeteria-Grants-Student Activity-School Use-Pay to Play • Reclass grant funded employees • Out of District Magnet School Students budget/tracking • Employee insurance cost share review. Deduction code and amounts • Check PPI setup per Cost Share Review	
State / Federal Reporting	• Assist HR with ED 165	• Yearly ED 205 Report • Report funding for state and federal grants • Maintain EGMS for grant funds		• EFS • ED141 • Final Grant Expenditure and Project End Reporting in eGMS • SNP Claim Reporting	